# Editing the Homepage in Teacher Canvas

Technology Facilitator

Editing your homepage in Canvas

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# Agenda

- Homepage
- Tour of Template
- Editing Buttons in Template
- Text Links
- New Button Links
- Creating Buttons in PowerPoint

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01

# What is your homepage?

This is the landing page for your students.

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# Ideas for Homepage

## About You Button or Link

- Name
- Email
- Button Link to Your About Me Page

## Welcome Message

- Overview of your course and units of study.
- Could include links.

## Navigation Buttons

- Subject Areas
- Module Button
- Announcements

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02

# Tour of the Homepage Template

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# Template Buttons and Links

- Where do the template buttons go when students click on them?
- How do I modify these buttons?
- How do I add content and edit the button links?

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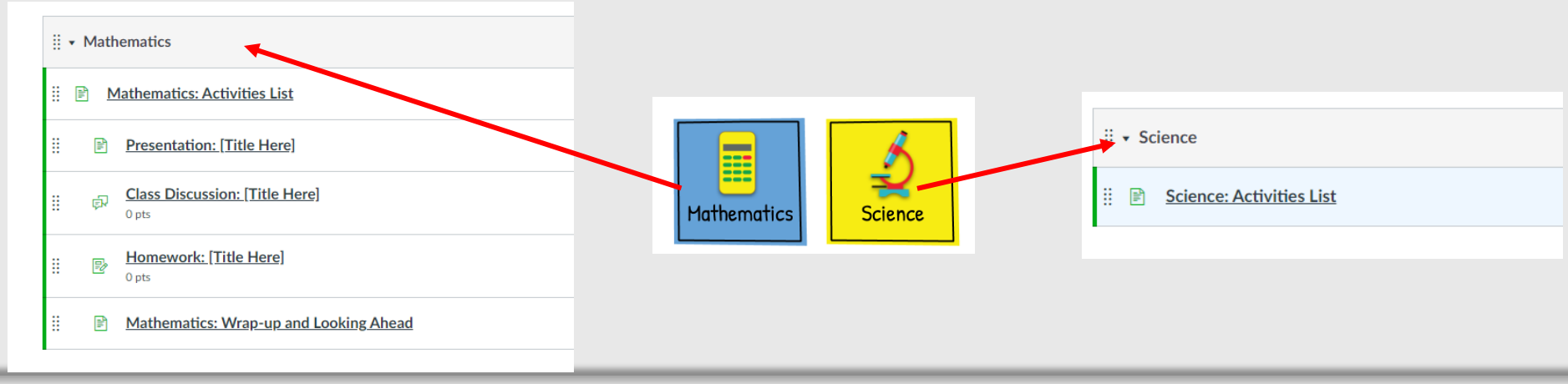
# Primary Template Buttons

1. When students click on the template buttons, this will take them to Module pages.
2. Teacher will click on Modules and go to area to add content to Module.
3. You can edit the template pages or add new pages and content. Unpublish pages that you are not using so that students will not see those pages.

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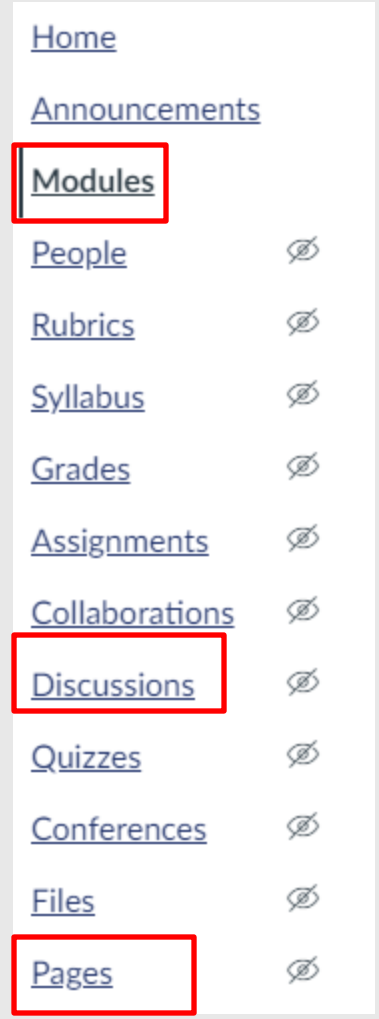
# Secondary Template Buttons

- About Your Teacher- Will take the students to a page within the course.
- Question Board- Will take the students to a Discussion Board that has been set up within the template.
- Learning Module- Will take the students to the Modules that have been set up by the teacher.
- To edit any of these buttons, click on the Course Navigation or buttons to go edit the pages, discussion board, or modules.

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03

Editing the buttons that are already there.

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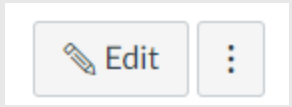
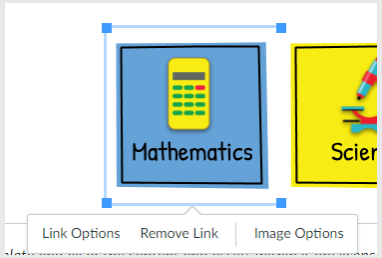
# Relinking Buttons

1




From your homepage, click "Edit" in the top-right.

2

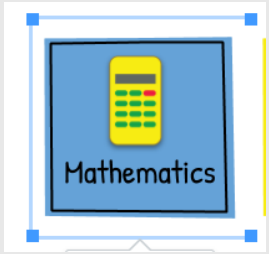



When you click on the image that has a link, a drop-down menu will appear.

3

Click on "Remove Link" to take the link off the image. You will be adding a new Course Link to redirect the students.

4

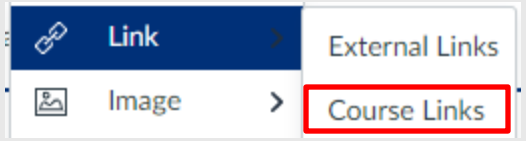



Click on the image after you remove the link, and it will have a blue box around the image.

5

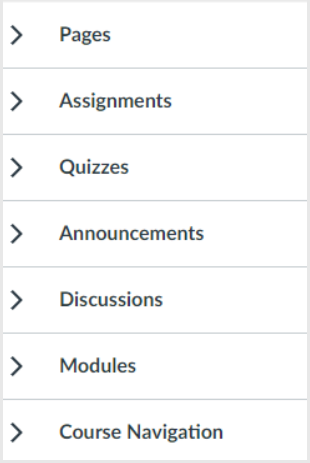
Click "Insert".

6




Click arrow to the right of "Link" and click "Course Links"

7




Select the area you want to redirect the link

**Tip: Create your Module or Page first!**

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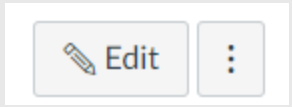
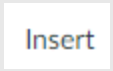
# Adding Template Buttons and New Path

1



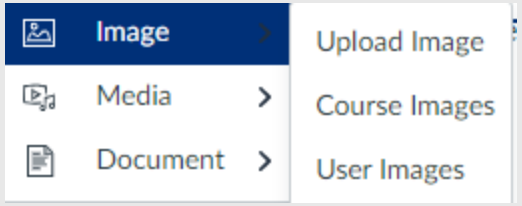

From your homepage, click "Edit" in the top-right.

2




Go to area on your page that you would like to add your image and click "Insert".

3




Select "Course Image".

4

Select the image you want to add to homepage and resize the image.

5

**Follow directions 5-7 on the previous page!**

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# Welcome Body with Text Links

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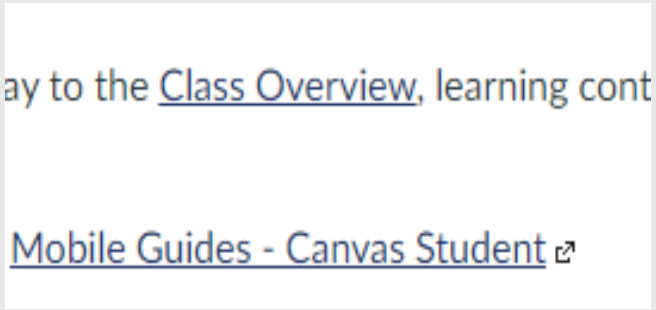
# Secondary Template Welcome Message Links

- Class Overview will take the students to a template page. Click on it and click "Edit" to edit the content.

- Mobile Guides will take students to a help page in Canvas.

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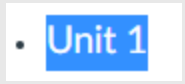
# Adding Links to your TEXT

1. 

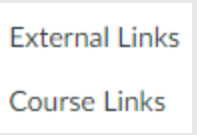

While in edit mode, type in your text, then highlight the text.

2.

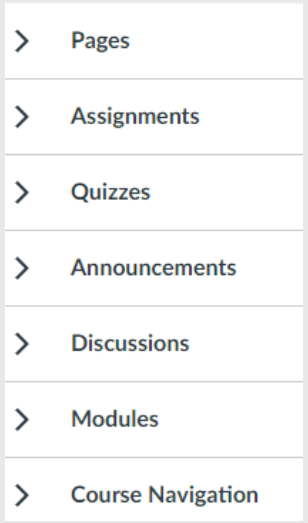

Click on "Insert".

3.


Click "Link".

4. 


Select "Course Links" to link to an existing page within your Canvas course. Select "External Link" to link to an external site.

5. 


Once you click on "Course Links" you will have the option to choose where you want the button to link to. Click on arrow to the left of the desired location then click on the area you want the button to link to. This will outline the area blue.

6.


Click "Save" when finished.

**Tip: You will need to create your content FIRST before adding link!**

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05

# Creating New Button Links

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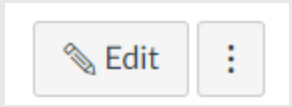
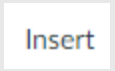
# Adding New Buttons or Images to Homepage

1



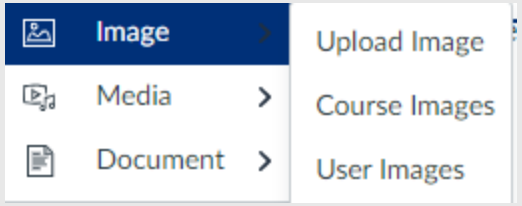

From your homepage, click "Edit" in the top-right.

2




Go to area on your page that you would like to add your image and click "Insert".

3




Select "Upload Image" if you are using your own image or "Course Image" if you are using the template images.

4

Select "Computer" and click in the "Upload Image" area. Find your image and click on "Open". Your Image will insert into your page.

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# Adding Links to your buttons or images

1

Click on your image and it will have a blue box pop up around it.

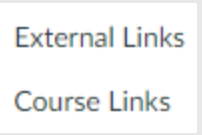
2

Click on "Insert".

3

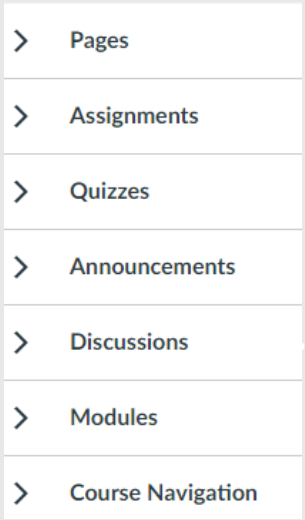
Click "Link".

4



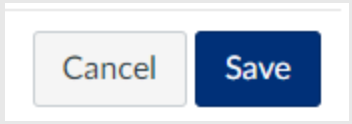

Select "Course Links" to link to an existing page within your Canvas course. Select "External Link" to link to an external site.

5




Once you click on "Course Links" you will have the option to choose where you want the button to link to. Click on arrow to the left of the desired location then click on the area you want the button to link to. This will outline the area blue.

6




Click "Save" when finished.

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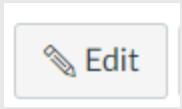
# Organizing your images with a table

1

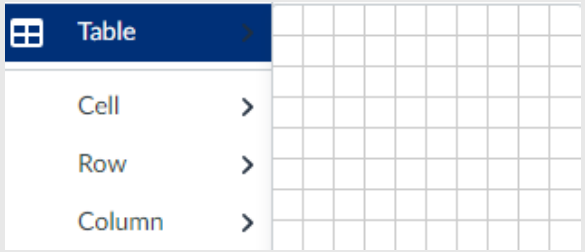



Click "Edit".

2

In the rich-content editor, go to the location you want to insert your images or buttons and click on the "Table" icon.

3




When you click on "Table", you can click and drag how many cells and rows you need for your images.

4

Within each box, you will follow the directions on the previous slide titled "Adding New Buttons or Images to Homepage".

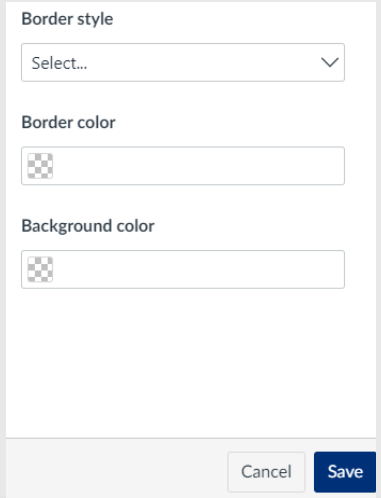
5

Once you are finished, click in the box and select the table to the far left.

6

Click "Advanced".

7




Border Style select "Hidden".

Border Color select "White".

Background Color select "White".

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06

# Creating a Course Image and Creating Your Buttons.

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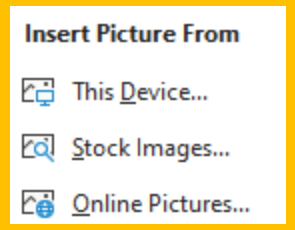
# Why use PowerPoint?

## Pictures

Creative Commons can be selected for images.




## Icons

Tons of free icons to use for your designs.

## 3-D Models

Free 3D Models to choose from.

## Smart Art

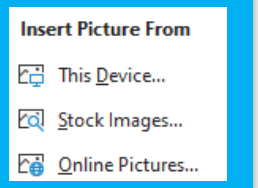
Create appealing charts and diagrams.

## WordArt

Use WordArt for your texting boxes and buttons.

## Backgrounds

Select Online Pictures for Backgrounds. Also powered by Creative Commons.

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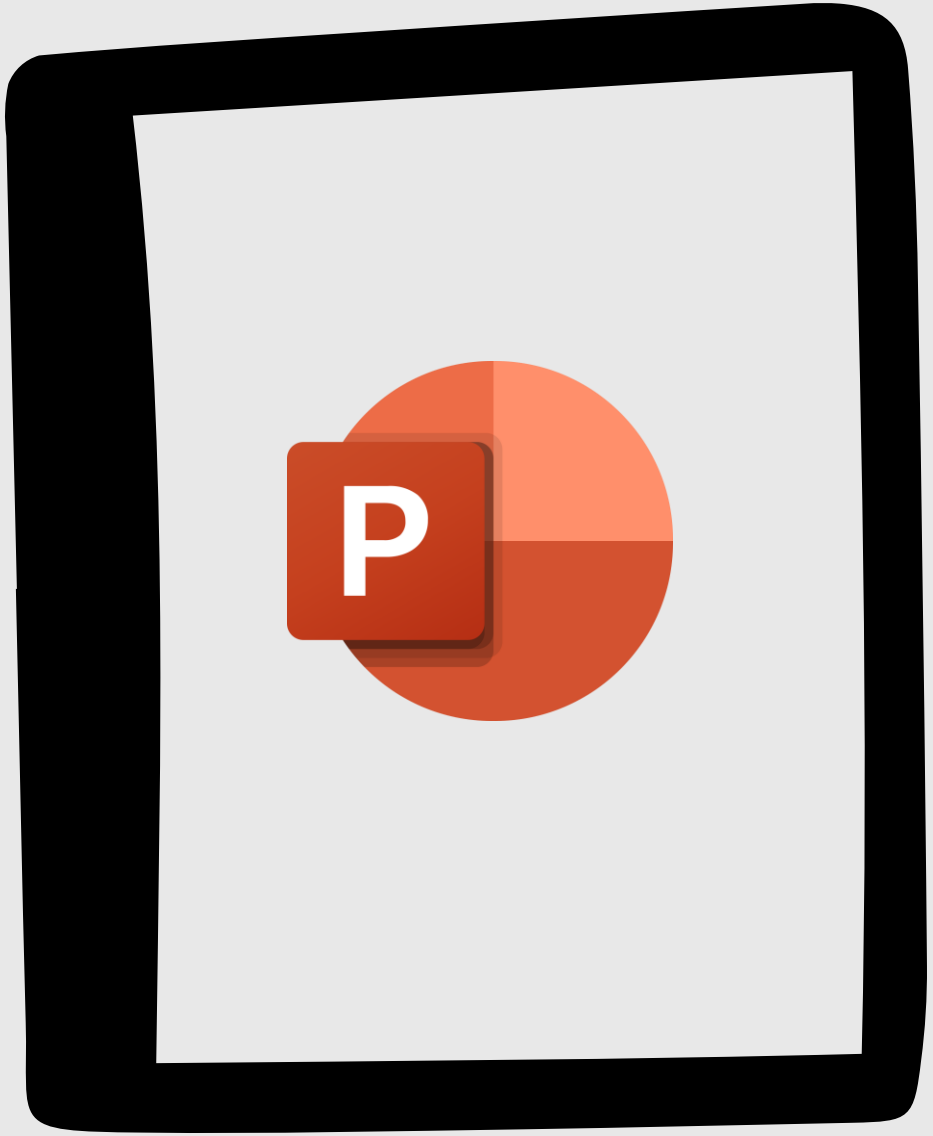

## Button Size

Size of Template Buttons are 1.5 in x 1.5 in

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# Banner/ Image Size

Recommended size to fit across screen: 17 inches x 2.8 inches.

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07

# Directions for Creating your Course Image and Buttons for your Homepage.

The next slides will show you how to create buttons in PowerPoint.

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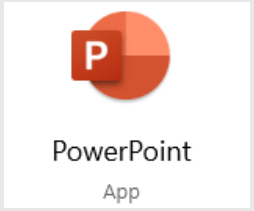
# 1. Customize PowerPoint Size

1




Open PowerPoint and select "Blank Presentation".

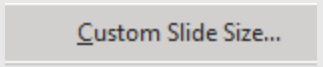
2

In the tool bar at the top, select "Design".

3

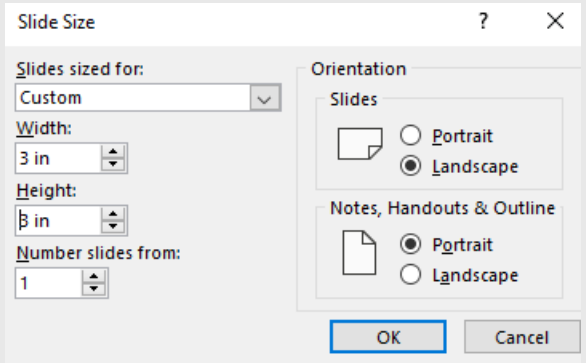
Click on the drop-down arrow to the right of "Slide Size".

4



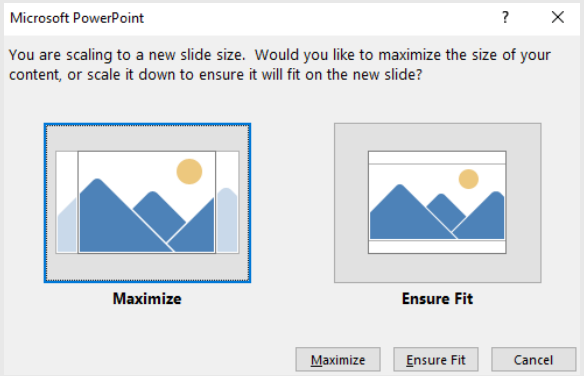

Click on "Custom Slide Size".

5




Change the Width and Height to desired measurements. Click "Ok".

6




Click "Maximize".

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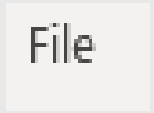
# 2. Export PowerPoint to Images

1

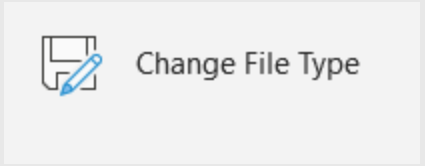



Click "File" in to top left-hand corner.

2

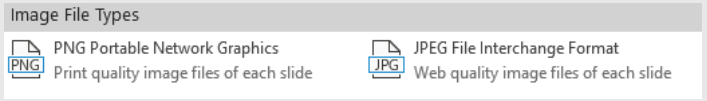
Click on "Export".

3




Click on "Change File Type".

4

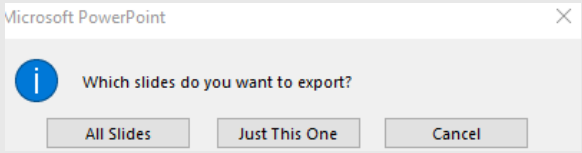



Select JPEG Interchange Format.

5

Click "Save As". Give your File a Name and Click "Save".

6




Select if you want "All Slides" or "Just This One". This will save all slides as images in the folder.

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# Thank you!

holly.doga@cpsb.org

Webinar Survey Link
Course ID: 12435

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# Credits.

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Fonts used in this presentation: Coming Soon and Just another Hand

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